

Touring Arts Artist Grant

Purpose

The Touring Arts Program widens distribution of arts throughout South Dakota and offers new opportunities to artists, arts producing organizations and audiences.

The funding category is designed to:

- Provide quality arts programming to schools and communities.
- Help make the arts available in all regions of the state.

Eligible

Professional artists, arts organizations, and educational institutions in the various arts disciplines willing to tour in South Dakota with performances, exhibits or specific programs for a two-year period.

Deadline

All materials must be postmarked by September 1, 2007. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on September 1, 2007. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in December for the fiscal year starting July 1. Touring Arts programs are endorsed for a two-year period. The next application deadline will be September 1, 2009.

Grant Amount

Applicants must establish a fee for each activity of their program (performance, exhibit, residency, workshop, etc). Since SDAC does not provide travel reimbursement for touring artists, it is imperative to include projected travel expenses when establishing your fees. Ideally, a touring artist will have one set fee, which is the same for every performance. Due to rising travel expenses, however, touring artists have the option of establishing a fee range. For example, Touring Artist A charges \$1,000 per performance, but Touring Artist B charges \$1,000 to \$3,000. **Regardless of how a touring artist establishes the fee, he/she must include travel expenses and/or shipping costs when calculating the fee.** If an artist or group receives a Touring Arts grant award, the artist or group must stay within the fee range and not charge more than the maximum fee. Therefore, no additional expenses can be charged to the sponsoring organization.

Up to 50% of the total program fees may be requested from the Council. The Council's share of the fee is paid to the Touring Arts program after each engagement, upon receipt of the Touring Arts Contract. The local sponsor pays the remainder of the fee to the Touring Artist immediately following the activity.

Matching funds are available for **one** activity in the touring artist's hometown. Additional activities in the touring artist's hometown cannot be funded unless the sponsoring organization is hosting a statewide or regional event.

Touring Arts grants will be awarded over a two-year period for fiscal years 2009 and 2010 (July 1, 2008 to June 30, 2010) with the same award provided each year pending federal and state appropriations. Should appropriations be increased, reduced or eliminated, second year grant awards will reflect such action.

Sponsors

Touring Arts are responsible for booking and contracting directly with local sponsors. Sponsors must be nonprofit organizations, units of government or nonprofit education institutions. All activities sponsored by the South Dakota Arts council must take place in South Dakota.

Criteria for Awarding Grants

Applications are reviewed by the arts discipline panels and the Council with consideration given to:

- Quality of artistic work and indication of exceptional talent within art form.
- Complete description of Touring Arts program.
- Achieving a balanced Touring Arts roster.

NOTE: In reviewing applications, discipline panelists consider the quality of the applicant's work as demonstrated by the artistic documentation submitted. Because the quality of this documentation will play a critical role in panel ratings and funding recommendations, great care should be taken to ensure the submission of quality slides or digital images, audio tapes, video tapes, DVDs, and/or CDs.

Application Procedure

Applicants must submit the following materials:

1. **Application Form.** A signed copy of the Touring Arts Application on pages 81-87.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on pages 79 and 80.
 - The application form must list the title of the touring program as it is to be publicized.
 - In the space provided on page one, include a description of the proposed touring program. This information will be used in the Touring Arts Roster should a grant be awarded.
2. **Budget Page.** Page 2 of the application form.
3. **Current Resume.** A current resume or biography of touring artist/group no longer than five single-side pages. Add the page(s) to the application.
4. **Reviews/Recommendations.** Up to five single-side pages of reviews and/or letters of recommendation. Add the page(s) to the application.
5. **Artistic Documentation Form.** Page 3 of the application. This list must correspond with the actual documentation submitted.
6. **Roster Information.** Touring Arts Roster Information Form; Page 4 of the application.
7. **Promotional Materials.** Four copies each of press kits or promotional materials either as hard copy or digital images on CDs or DVDs.
8. **Photograph.** Current photograph (high quality digital image preferred) for publicity purposes should a grant be awarded.
9. **Artistic Documentation.** Examples of the artist's work via manuscript, CD, VHS, DVD or audio cassette. See pages 8-11 for a list of documentation requirements for disciplines.
10. **Return Mailer.** Submit a self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the entire application packet for your files before submitting.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.arts council.sd.gov

Touring Arts Grant Application

Read pages 79-80 for grant guidelines and follow the steps listed under Application Procedure.

Touring Arts Title (Please type or print)

Number of Artists Participating

Applicant or Contact Person Name

TIN or Social Security Number

Address

City/State/Zip

Daytime Phone

Message Phone

E-mail Address

Website

Grant Application Codes (see Pages 14-17):

Select only one code for each

Applicant Status _____

Applicant Institution _____

Applicant Discipline _____

Project Discipline _____

Type of Activity _____

Arts Education _____

Project Descriptors _____

Project Race _____

Grantee Race _____

Touring Arts

FY 2009 and FY 2010
Grant Request **per year**

\$ _____

Touring Arts program description: (May be used to compile Roster listing.)

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Artist(s) certifies that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Authorizing Official: _____

Signature & Title

Date

Address

City/Town

Zip

Telephone

TOURING ARTS BUDGET
FY 2009 and FY 2010
(July 1, 2008 to June 30, 2009 and July 1, 2009 to June 30, 2010)

Touring Arts Title

Please complete this worksheet to provide a basis for the grant request. **POLICY MANDATES THAT YOU MUST FIGURE IN THE COST OF TRAVEL OR SHIPPING AND ANY OTHER EXPENSES WHEN YOU SET YOUR FEE.**

| SECTION 1 | AVERAGE EXPENSES FOR ONE BOOKING (Taking into account that some Touring Arts Programs will have a fee range as listed on page 87 of the application materials.) | |
|--|---|--|
| A. Average Fee for your Primary activity (i.e. Performance/Exhibition/or Residency) | Average Fee \$ _____ | |
| B. Other Services that may be contracted: | | |
| Workshop/Clinic | \$ | |
| Master Class | \$ | |
| Others, please list: | | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |

| SECTION 2 | GRANT REQUEST FOR <u>ONE</u> TOURING YEAR* | |
|---|---|-----|
| E. Number of ANTICIPATED BOOKINGS for the primary activity. (Performance, Exhibition, or Residency) | | (#) |
| F. Number of ANTICIPATED OTHER SERVICES | | (#) |
| G. Amount of ANTICIPATED FEES* | | \$ |
| H. GRANT REQUEST FOR ONE YEAR (No more than 50% of Line G.) | | \$ |

* Using the figures from Section 1, estimate your fees for one touring year. **Be sure to include projected mileage, meals and lodging, or shipping costs. You CANNOT add any type of additional cost to the fee scale printed in the *Touring Arts Roster* if the South Dakota Arts Council is to subsidize the activity with grant money.**

ARTISTIC DOCUMENTATION FORM

Support Materials: Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

| Number | Title | Size* | Medium | Date of Completion |
|--------|-------|-------|--------|--------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ | _____ |

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

| Title of Recording | Type (audio, video, CD, DVD) | Discipline | Date Recorded |
|--------------------|------------------------------|------------|---------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

| Title of Work | Genre | Date Completed | Date Published (if applicable) |
|---------------|-------|----------------|--------------------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

TOURING ARTS ROSTER INFORMATION FOR FY 2009-2010

If you are selected as a Touring Artist, the information you supply on this form and the photos you submit with your application will be used to prepare your *Touring Arts Roster* listing. You might want to use the current *Roster* as a guide. Please provide all the information requested. If you need more space, please continue on a separate sheet of paper.

Touring Artist or Group Name

Contact Person

Address

City/State

Zip Code

Telephone (day and/or evening)

Cell Phone (optional)

Fax Number (optional)

E-mail Address

Website

PRIMARY AUDIENCE: (i.e. youth, adults, seniors, general)

Primary Activity Fee Range*

(Performance, Exhibition, or Residency)

*Travel and/or shipping expenses **must be** included in your fees.

You **may not** add additional charges to the contract for travel or lodging.

Minimum Fee

\$

Maximum Fee

\$

Please specify OTHER SERVICES (i.e. workshops, masterclasses, etc.)

Service _____ Minimum Fee \$ _____ Maximum Fee \$ _____

[illegible][illegible]

Technical Requirements:

[illegible]

Touring Artist/Group Description: the program description on Page 1 of the application form will be used to compile a Roster listing if a grant is awarded.

Notify SDAC staff immediately of any changes in this information.
If possible, SDAC will include changes when the *Touring Arts Roster* is printed.

TOURING ARTS GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

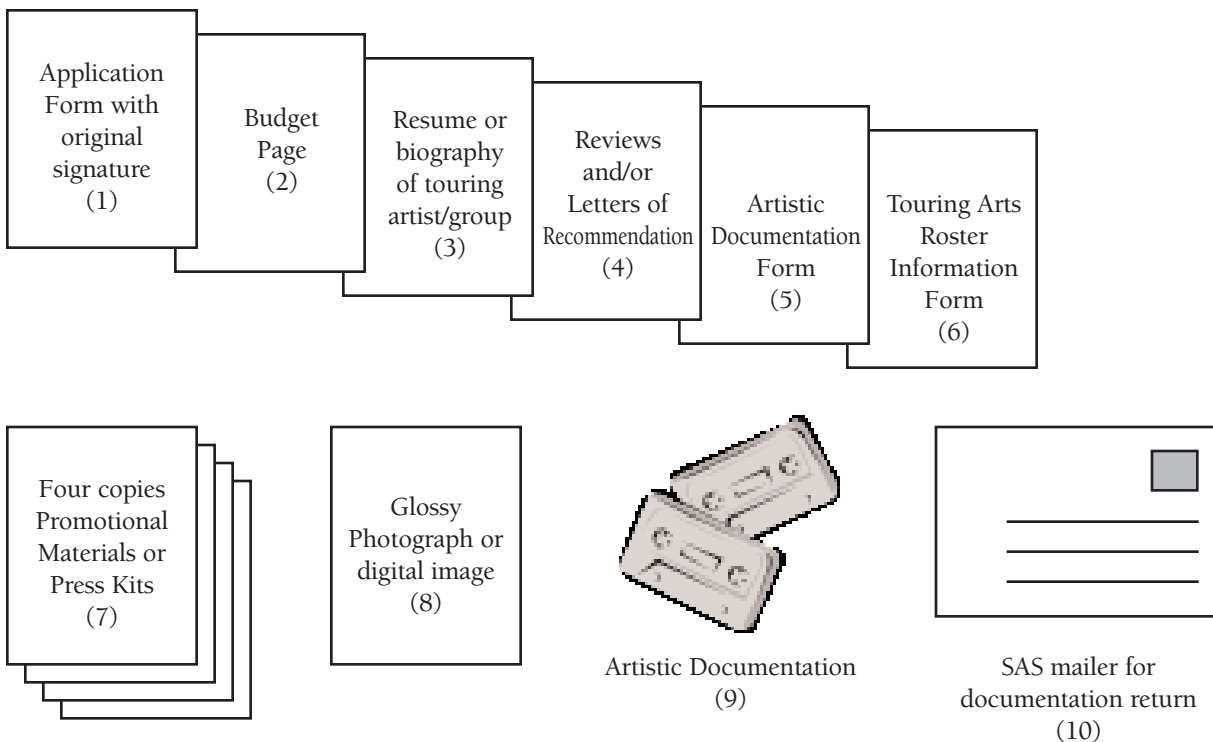
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 81)
- ☐ 2. Budget Page (page 83)
- ☐ 3. Resume or biography of touring artist/group
- ☐ 4. Reviews and/or Letters of Recommendation
- ☐ 5. Artistic Documentation Form (page 85)
- ☐ 6. Touring Arts Roster Information Form (page 87)
- ☐ 7. Promotional materials or press kits
- ☐ 8. Glossy Photograph (color or black and white) or digital image
- ☐ 9. Actual Artistic Documentation
- ☐ 10. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

Applicant Status

| | |
|-----------------------------|---------------------------|
| Individual [01] | Government-Regional [06] |
| Organization-Nonprofit [02] | Government-County [07] |
| Organization-Profit [03] | Government-Municipal [08] |
| Government-Federal [04] | Government-Tribal [09] |
| Government-State [05] | None of the Above [99] |

Applicant Institution

Performing Groups

Performing Group [03]
Performing Group –
College/University [04]
Performing Group – Community [05]
Performing Group – Youth [06]

Venues/Presenters

Cultural Series Organization [47]
Performance Facility [07]
Art Museum [08]
Other Museum [09]
Fair/Festival [14]
Gallery/Exhibit Space [10]
Arts Center [15]
Cinema [11]

Councils/Service Groups

Arts Council/Agency [16]
Historical Society [28]
Humanities Council [29]
Arts Service Organization [17]
Union/Professional Association [18]

Media

Independent Press [12]
Literary Magazine [13]
Media – Periodical [42]
Media – Daily Newspaper [43]
Media – Weekly Newspaper [44]
Media – Radio [45]
Media – TV [46]

Education Institutions

School of the Arts [48]
Arts Camp/Institute [49]
School District [19]
Parent-Teacher Organization [20]
Elementary School [21]
Middle School [22]
Secondary School [23]
Vocational/Technical School [24]
College/University [26]
Other School [25]

Community/State Organizations

Library [27]
Parks and Recreations [37]
Social Service Organization [50]
Community Service Organization [32]
Religious Organization [35]
Child Care Provider [51]
Seniors' Center [36]
Correctional Institution [33]
Health Care Facility [34]
Foundation [30]
Corporation [31]

Individuals

Individual Artist [01]
Individual Non-Artist [02]

Government

Government – Executive [38]
Government – Judicial [39]
Government – Legislative/House [40]
Government – Legislative/Senate [41]

Other

None of the above [99]

**Applicant Discipline
Project Discipline**

Crafts [07]

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

Dance [01]

- A Ballet
- B Ethnic/Jazz
- C Modern

Design Arts [06]

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

Folklife/Traditional Arts [12]

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

Humanities [13]

Interdisciplinary [11]

Literature [10]

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

Media Arts [09]

- A Film
- B Audio
- C Video
- D Technology/Experimental

Multidisciplinary [14]

Music [02]

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

Opera/Musical Theater [03]

- A Opera
- B Musical Theater

Photography [08]

Theater [04]

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

Visual Arts [05]

- A Experimental
- B Graphics
- C Painting
- D Sculpture

Non-Arts/Non-Humanities [15]

Type of Activity

Presentation

- Concert/Performance/Reading [05]
- Exhibition [06]
- Fair/Festival [08]

Production

- Award/Fellowship [03]
- Artwork Creation [04]

Organizational Support

- Operating Support [11]
- Organization Establishment [10]
- Professional Support –
 - Administrative [14]
- Professional Support – Artistic [15]
- Stabilization/Endowment/
 - Challenge [32]

Teaching/Learning

- Apprenticeship [25]
- School Residency [20]
- Other Residency [21]
- Arts Instruction [12]
- Curriculum Development/
 - Implementation [31]
- Student Assessment [30]
- Seminar/Conference [22]
- Technical Assistance [34]
- Professional Development/
 - Training [29]

Distribution

- Distribution of Art [24]
- Publication [17]
- Web Site/Internet Development [35]
- Broadcasting [36]

Other

- Regranting [26]
- Audience Services [02]
- Research/Planning [19]
- Marketing [13]
- Building Public Awareness [33]
- Identification/Documentation [09]
- Recording/Filming/Taping [16]
- Repair/Restoration/Conservation [18]
- Equipment Acquisition [23]
- Translation [27]
- Writing About Art [28]

None of the above [99]

Arts Education

99 None of this project involves arts education

01 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

- Accessibility [A]
- International [I]
- Presenting/Touring [P]
- Technology [T]
- Youth at Risk [Y]

Grantee Race**For INDIVIDUALS only**
(Indicate all that apply)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]

For ORGANIZATIONS only
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Project Race

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Artist Documentation

Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

Poetry

Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

Prose

Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance

Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

Composition

In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Visual Arts

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

Digital images must be:

1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

Slides should be:

1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

